



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Todd Rydstrom
Deputy Controller

May 27, 2016

Honorable Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Attention: Angela Calvillo, Clerk of the Board

RE: Budget and Legislative Analyst Services – FY 2016-17

The cost information and supplemental data provided by your office on the proposed contract for Budget and Legislative Analyst services have been reviewed by my staff.


If these services are provided at the proposed contract price, it appears they can be performed at a lower cost than if the work were performed by City employees.

The requirements of Charter Section 10.104.15 relative to the Controller's findings that work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco has been satisfied. Attached is a statement of projected cost and estimated savings for Fiscal Year 2016-17 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met, when comparing contract costs to the high end of comparable City wages and benefits.

Please contact Theresa Kao at 415-554-5253 if you have any questions regarding this determination.

Sincerely,


for Ben Rosenfield,
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations

BOARD OF SUPERVISORS
 BUDGET & LEGISLATIVE ANALYST SERVICES (1)
 FISCAL YEAR 2016-17

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Salary Cost (2)	Benefit Cost (3) (4)	Total Cost High	Total Cost Low
Budget & Legislative Analyst	0955	1.00	\$ 219,682	\$ 68,899	288,581	236,637
Policy and Legislative Director	0953	1.00	181,227	61,413	242,640	198,965
Audit, Special Projects, and Budget Director	0953	1.00	181,227	61,413	242,640	198,965
Principal Administrative Analyst	1824	3.00	125,633	46,100	515,199	422,463
Senior Administrative Analyst	1823	4.00	108,548	42,621	604,673	495,832
Manager I	0922	1.00	125,902	50,643	176,546	144,767
Executive Secretary	1450	1.00	78,851	34,503	113,354	92,950
Temporary Salaries	TEMP_M	0.50	73,000	27,000	\$ 50,000	41,000
Holiday Pay (if applicable)					-	-
Night / Shift Differential (if applicable)					-	-
Overtime Pay (if applicable)					3,500.00	3,500.00
Other Pay (if applicable)					-	-
Total Personnel Costs		12.5			2,237,133	1,835,079

ADDITIONAL CITY COSTS (if applicable)

Operating Expenses (materials and supplies, office equipment, other expenses)	86,292	86,292
Space Rental	171,875	171,875
Data Processing Hardware & Software	33,711	33,711
Total Capital & Operating	291,878	291,878

ESTIMATED TOTAL CITY COST

2,529,011 2,126,957

LESS: ESTIMATED TOTAL CONTRACT COST

\$ (2,174,806) \$ (2,174,806)

ESTIMATED SAVINGS

\$ 354,205 \$ (47,849)

% of Savings to City Cost

14% -2%

Comments/Assumptions:

1. FY 1979 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2016. Costs are represented as annual 12 month costs.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. Classifications based on current configuration of Budget and Legislative Analyst services.
6. Full time equivalent (FTE) positions include 11 managers and analyst staff and 1 administrative staff. The staff level of 11 managers and analysts is based on the number of staff required to provide 16,860 hours of productive service, as well as MOU-mandated leave and training hours and other nonproductive administrative hours (staff meetings, performance evaluations, and other administrative hours) consistent with ALGA (Association of Local Government Auditors) standards.
7. Any potential seasonal or overtime costs if brought in-house have not been determined.
8. Calculations do not include liability for retiree health. Based on the CAFR for year ending June 30, 2011, the City's annual liability for post retirement employee health benefits is \$392.1 million. If the Budget and Legislative Analyst services were provided by City employees, the annual liability for retiree health benefits would be \$217,777 (equal to 0.06 percent of the City's total annual retiree health liability, based on FTE count.)
9. Estimated total contract cost includes the 2.25% COLA requested by the contractor. If this COLA is not approved by the Board of Supervisors, the total estimated contract cost would be \$2,126,950 in FY 2016/17.